

Medicaid DD Eligibility Determination Process

The Medicaid developmental disabilities (DD) eligibility process is initiated when the multi-disciplinary team believes a child potentially meets Medicaid's developmental disabilities criteria. It is ITP's responsibility to identify these children, inform the family of this option, and complete the steps to determine if the child is potentially eligible for Medicaid DD services.

Medicaid contracts with an Independent Assessment Provider, the Idaho Center for Disabilities Evaluation (ICDE), to complete eligibility determinations for children and adults applying for Medicaid DD services. While ICDE is responsible for making the determination, ITP plays a key role in assisting the assessor with making an eligibility recommendation for children birth to 2 years, 8 months of age. Assisting the ICDE with eligibility allows ITP to remain the single point of contact for the family, and helps the family more easily navigate the Medicaid system for their first time.

The ITP and ICDE follow three processes for Medicaid DD eligibility determinations:

- **Initial DD Determination**

Initial DD determinations should take place as soon as the multi-disciplinary team identifies that the child has a need for Medicaid DD services. This may occur during the ITP eligibility determination process, or may take place at any point during the child's IFSP year.

The ICDE sends a letter to the family and ITP informing them of the eligibility determination and child's annual budget amount. At this point, the service coordinator proceeds with the planning and budgeting process described in the "Case Management" section of this e-Manual.

- **Annual DD Re-Determination**

The child's eligibility and budget must be re-determined annually, but this may occur sooner if the initial eligibility determination date does not align with the child's IFSP date. The ICDE is responsible for initiating the re-determination process and ensuring eligibility aligns with the IFSP date.

- **Transition for Children Turning Three**

The final process is when a child is close to turning three years of age and the family is interested in transitioning to the children's DD program when they exit ITP. The ITP follows this process regardless of whether the child has had eligibility determined by ICDE to ensure a smooth transition for every family exiting the program whose child may benefit from Medicaid DD services.

The remaining pages of this section provide a detailed description of the Medicaid DD eligibility determination process for ITP. The descriptions include documentation requirements, process steps, responsible parties, timelines, and relevant contact information.

ITP Eligibility vs. Medicaid DD Eligibility

Medicaid's DD eligibility criteria is different from the criteria used to determine a child eligible for Part C services, which means children eligible for ITP services are not always eligible for Medicaid DD services. As a result, it is important for ITP to be knowledgeable of Medicaid's DD criteria in order to appropriately review the child's eligibility and determine if a referral should be made to the ICDE.

The ITP uses an eligibility checklist, "ITP Eligibility-DD Determination Checklist", to assist in determining both ITP and Medicaid DD eligibility. This checklist should be completed during initial planning, or when an MDT meeting takes place to discuss a child's eligibility.

Medicaid's DD eligibility is separated into three areas: Impairment, Functional Limitations, and a Need for Multiple Services. A child must meet the criteria in all three areas to be determined eligible for Medicaid DD services. The "ITP Eligibility – DD Determination Checklist", as well as the guidance documents provides a detailed description of the criteria required under each area.

The MDT should use the eligibility checklist and guidance documents to help decide whether it is the team's recommendation to refer the child for an eligibility determination. The MDT should keep in mind that ITP is not responsible for determining eligibility, but rather to recommend that a child be referred for eligibility. The ITP should complete the checklist and if it appears the child could be potentially eligible, make a referral to ICDE.

The forms and guidance documents referenced in this section are located under the "Forms and Resources" section of the e-Manual. It is important to review the guidance documents that go along with the forms to gain a clear understanding of the eligibility requirements.

Forms and Resources:

- DD application packet (FORM)
- Children's DD Inventory of Needs (FORM)
- ITP Eligibility- DD Determination Checklist (FORM) - Currently under "Application and Forms"
- ITP-DD Eligibility Checklist Guidelines (GUIDELINES)
- Children's DD Determination Protocol (GUIDELINES)
- SIB-R Training documents (GUIDELINES)
- ICF/ID guidelines (GUIDELINES)
- ITP Children's DD Program Referral Form (FORM)

Initial ICDE DD Determination for Infant Toddler Program Children

The following is ITP's process for requesting initial DD eligibility for children 2 years, 7 months old or younger. ITP initiates this process with the family as soon as it appears the child may meet DD eligibility.

- 1) Complete the SIB-R Full Scale
- 2) Complete all required documents:
 - Children's DD Application
 - SIB-R Summary Report (6 pages)
 - ITP Eligibility/Developmental Disabilities Determination Checklist
 - Medical Records, as available (related to diagnosis)
 - Other assessments/supporting information (already completed and most recent)
 - Disclosure form (disclosure to ICDE is needed)
 - HIPAA Notice
 - IFSP Part 1
 - Inventory of Needs
- 3) Submit all required documents (single scanned attachment) to your ICDE contact via email:

ICDE Regional Email and Fax

Region	Contact	Email	Fax Number
1	Laura Strunk	strulaur@isu.edu	208-772-8504
2	Mignon Arrasmith	arramign@isu.edu	208-799-5082
3	Randy Kibler	kibland@isu.edu	208-376-0072
4	Randy Kibler	kibland@isu.edu	208-376-0072
5	Karla Fuller	fullkarl@isu.edu	208-736-7091
6	Coral Moser	mosecora@isu.edu	208-282-1003
7	Jody May	mayjody@isu.edu	208-525-7051

Emails must be sent using DHW's security encryption software (IronPort) to protect the client's information and should include:

- **Subject Line:** *ITP App; child's name; IFSP start date*
- **Message:** Name, Date of Birth, and recommendation for eligibility
- **Title of Attachment:** *ITP App; child's name; IFSP state date*
Scan all of the documents into a single scanned attachment, using the same order above (multiple attachments slows up the process for ICDE)

Note: If an ITP contractor doesn't have a DHW login, ITP staff will need to send the encrypted email. Instructions for the email encryption system (IronPort) can be found at:

<http://infonetdhw/StaffInfo/HeadlineNews/tabid/182/ctl/ArticleView/mid/1943/articleId/2367/DHW-to-enhance-email-security-on-Feb-16th.aspx>.

- 4) Upload the SIB-R Summary Report in the ITP KIDS database, as well as retain hard copy records of the SIB-R Full Scale protocol in the child's file.
- 5) The ICDE will send a notice of decision with budget to the family and ITP DD Regional Mailbox within 30 days.

NOTE: There may be instances where the IFSP must be written prior to receiving the child's ICDE initial eligibility determination in order to remain in compliance with the 45 day timeline.

Annual ICDE DD Re-Determinations for Infant Toddler Program Children

The following is ICDE's annual re-determination process for children 2 years, 7 months old or younger receiving DD services. The ICDE is responsible for this process, and will only involve the ITP when additional information is needed for making the determination.

- 1) The ICDE must re-determine the child's eligibility prior to the annual IFSP date.
- 2) The ICDE sends a questionnaire to the family **120 days** prior to the child's IFSP end date (this date is in the ICDE database), unless the child's eligibility was recently determined (see the next step). The family questionnaire is a tool the ICDE uses to determine the level of review for annual re-determinations.
- 3) If the initial determination is completed within 6 months of the child's most recent IFSP end date, the ICDE does not send a family questionnaire for the re-determination since the dates are so close together and information is still considered current. In this scenario, ICDE completes a Paper Review (defined below).
- 4) The ICDE has the option to do one of the following levels of review based on the information received from the family and the timeframe for the re-determination:
 - a) Paper Review (no change identified; or eligibility was previously determined within 6 months of the annual IFSP date) - **NO ACTION REQUIRED BY ITP**
 - A decision is made based off of the information ICDE has on file.
 - The ICDE sends a determination letter to the family and ITP DD Regional Mailbox.
 - b) Focused Review (potential change identified) –
 - The ICDE sends an email to the ITP DD Regional Mailbox asking the child's service coordinator to call the assessor to discuss the case.
 - Admin Support forwards this request to the service coordinator.
 - The ICDE may contact the family, if needed.
 - A decision is made based off of the additional information the service coordinator and/or family provides.
 - The ICDE sends a determination letter to the family and ITP DD Regional Mailbox.
 - c) Full Review (change identified) –
 - The ICDE determines that a new SIB-R must be completed.
 - The ICDE sends an email to the ITP DD Regional Mailbox requesting that a new SIB-R be completed, and other information be updated. (Complete the full ICDE packet, except for the DD application)
 - Admin Support forwards this request to the service coordinator.
 - The service coordinator contacts the family to complete the SIB-R and other information.
 - Admin Support or service coordinator sends the eligibility packet to the ICDE. (varies by region who sends the packet)
 - An eligibility decision is made based off of the new information completed.
 - The ICDE sends a determination letter to the family and ITP DD Regional Mailbox.
- 5) Once an eligibility determination is sent to the ITP DD Regional Mailbox, Admin Support:
 - Enters the new coverage code into QNXT for authorization.
 - Forwards to the service coordinator to continue writing the IFSP and completing the DD budget costing sheet.
- 6) If it is 60 days prior to the child's annual IFSP date and ITP has not received a re-determination from ICDE, notify Central Office at 208-334-4966 or ertzl@dhw.idaho.gov to ensure it is completed timely.

Infant Toddler Program's Process for Children Turning 3 Years of Age

The following is ITP's transition process for children who are 2 years, 8 months or older and are transitioning to the FACS Children's DD Program. This process is followed for any child with DD needs, regardless of whether they have gone through the ICDE eligibility process previously.

- 1) ITP service coordinator ensures the child's IFSP Transition Plan includes applying for children's DD services with the Division of Family and Community Services, Children's DD Program at 2 years, 8 months of age (unless the child enrolls with ITP when they are older than 2 years, 8 months).
- 2) When the child is 2 years, 8 months old, the ITP service coordinator submits a referral form, "**ITP Transition to Children's DD Program Referral Form**" and relevant information to the regional FACS DD intake contact. The list of FACS DD contacts is on the Children's DD website at www.childrensddsddservices.dhw.idaho.gov.
- 3) The referral form specifies what information ITP needs to send to FACS DD intake based on whether the child is:
 - Enrolled with ITP and currently eligible for DD services determined by ICDE.
 - Enrolled with ITP and has NOT had DD eligibility determined by ICDE.
 - An initial applicant for ITP (in this case the child is older than 2 years, 8 months).
- 4) FACS DD intake reviews the information submitted from ITP. If it is the family's first time applying for DD services, FACS DD intake sends the children's DD application to the family and provides assistance as needed.
- 5) ITP service coordinator assists FACS DD intake as needed. Assistance may include informing the family about the DD program, explaining the transition to a new case manager, and discussing the child's history with the FACS DD case manager. Once the referral information is submitted to FACS, ITP is no longer the contact for DD services transition to ensure the family has one point of contact.
- 6) FACS DD intake compiles the necessary information and submits the documentation to the ICDE for eligibility determination when the child is 2 years, 9 months old.
- 7) The ICDE completes eligibility and sends a determination letter to the family and FACS Intake Mailbox. ITP does not receive this notification.
- 8) FACS DD contacts the family to initiate the planning process so the plan of service starts on the child's 3rd birthday.